



The Carlsbad Recreation Department currently has an opening for a

# Recreation Leader/Pee Wee Camp

\$9.00-\$12.00 per hour  
(Depending on qualifications)

## Position

This individual will be assigned to the Pee Wee Camp program and will work under the supervision of the Pee Wee Camp Instructor and the Recreation Supervisor. The Pee Wee Camp program is a day camp program serving up to 20 children between the ages of 3-5 years old. This program runs M-F during the months of June, July and August. The position will work up to 250 hours from June 7th through August 22, 2008. Mandatory Staff Training Days: June 7 and 8, 2008 (8:00-5:00pm). Additional training will be required if needed.

## Example of Duties

### Daily Duties

- A. Responsible for assisting in organizing and implementing the daily activities for the Pee Wee Camp Program.
  - B. Responsible for supervising participants of the program.
  - C. Responsible for maintaining program supplies and equipment.
- Responsible for establishing and maintaining relationships with parents, community center staff and other key individuals.

### Periodic Duties

Responsible for attending all meetings pertaining to the Pee Wee Camp and other Youth Day Camp Programs.

### Occasional Duties

- A. Responsible for attending workshops, conferences, and in-service training.
- Responsible for assisting other staff in organizing and cleaning facility areas and equipment.

### Other Duties as Assigned

## Qualifications

### Minimum Qualifications

- Must be able to relate positively with children.
- Must be able to communicate effectively with adults of varied backgrounds and experience. **Bilingual Encouraged (Spanish)**
- Must be in excellent health.
- Must be at least 16 years of age.
- Must have a valid California Driver's License.
- Negative TB test required prior to employment start date.
- All staff must be CPR/1<sup>st</sup> Aid Certified or be willing to get such certification prior to the start of camp.



### **Special Conditions**

Required to attend mandatory meeting sessions. Uniforms will be provided and must be worn.

### **Work Schedule**

This position involves a flexible schedule that may change due to the needs of the program. This position may involve working between the hours of 8:30am and 1:30pm up to 25 hours per week, and may involve working at various sites/programs.

### **Application and Selection Procedure**

**CLOSING DATE: May 1, 2008 or until sufficient applications have been received.**

1. Application form may be obtained from and submitted to:

**Harding Street Community Center  
3096 Harding Street  
Carlsbad, California 92008**

2. Candidates will be evaluated for employment consideration on the basis of the submitted Application.
3. An interview of those best qualified will be used to rank the applicants for a final selection.

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## **CREATING COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS.**

